

RENEWAL POLICY

CIR-3

Approved 6/12/2006

A renewal is permission to extend the loan of an item one loan period. In most cases this will mean an additional three (3) weeks for books and audio books and seven (7) days for videos/dvds, and music. LLML allows renewal of materials under the following conditions:

1. the materials are not magazines, books labeled as bestsellers, or books labeled or considered new acquisitions when holds exist, reference materials, or books on reserve;
2. the materials are not on hold for another library patron or interlibrary loan request;
3. the materials are undamaged or are not in need of repair;
4. the borrower has no fines or fees exceeding \$10.00.

Renewal of items for longer than one loan period may be authorized by library staff for reasons such as illness and vacation.

Patrons may renew items in person at the library, over the telephone, online at their personal account with the library, or by email. Telephone or email renewals must include the patron's name under which the items were borrowed.

Renewal of items borrowed from other libraries will depend on the policies of the lending library.

Patrons may renew items that have become overdue as long as all fines and fees do not exceed \$10.00. The renewal does not cancel the fine for those days the items(s) was overdue.